

Dunlap Public Library District
Circulation Policy
Updated March 2026

I. Types of Library Cards

- Juvenile (birth to age 17)
- Adult (age 18 and older)
- Non-RSA Reciprocal Borrower Juvenile
- Non-RSA Reciprocal Borrower Adult

II. Obtaining and Using a Library Card

- A. Any person who lives or owns taxable property within the Dunlap Public Library District (DPLD) may obtain a regular DPLD library card.
1. To obtain a library card, apply in person. Proof of residency must be supported by a photo ID and one documentation of current address (such as a piece of mail, bill, rental agreement, mortgage, or deed).
 2. Library staff may request to see a photo ID when the card is used. Library card will expire after two years.
- B. Pursuant to 75 ILCS 16/30-55.60(1)(i) and the RAILS Resource Sharing Plan, patrons living within Illinois who hold a library card in good standing for a public library outside of the Resource Sharing Alliance consortium may obtain a DPLD library card as a “Non-RSA Reciprocal Borrower.” This library card may have access, services, or permissions restricted.
- C. To obtain a juvenile card (issued to anyone younger than 18), an adult who is responsible for the juvenile applying for the card must agree to accept financial responsibility for the items checked out using that card.
- D. Patrons must apply for, carry, and use their own library cards. Library cards are used to identify borrowers and to expedite and accurately record transactions. DPLD patrons will be allowed to check out materials without a card or card number if they present a valid photo ID. Patrons will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date. Patrons are responsible for use of their card. If Patrons lose their library card, they must contact the DPLD immediately. Lost cards must be replaced. The replacement fee is \$2.
- E. Patrons may not use a library card registered to another patron, including that of a spouse, without the express permission from the cardholder. Patrons may give permission for family members to collect holds on their behalf. This **must** be on record with our circulation staff before a patron may pick up holds for a family member. Additionally, parents may check out materials on behalf of their children aged 17 and younger using the child’s card.

III. Home-School Families

- A. Families who home-school their children are encouraged to identify themselves to the Library Director or Head of Circulation.
- B. These families may request checkout periods be doubled on any DPLD items. Library staff reserve the right to decline this request on any new or highly circulated items. All other limits, fines, and fees apply.

IV. Holds and Inter Library Loan (ILL)

- A. The DPLD is a member of the Resource Sharing Alliance (RSA). Most patron hold requests for library materials are automatically filled via this consortium. If an item cannot be found, library

staff can attempt to locate the item via OCLC or other databases for (ILL) if the requester is a tax-paying DPLD cardholder.

- B. This service is offered to tax-paying DPLD cardholders only. The requester may not have a blocked account.
- C. On rare occasions, there may be charges associated with the use of OCLC ILL items, in which case the patron would be given the choice of requesting the item and paying the associated charges or cancelling the request. Checkout periods are set by the lending library.
- D. OCLC ILL items must be returned inside the library directly to the Circulation Desk.

V. Loan periods, limits, and fines per card

Item Type	Check out Period**	Limit	Fines per day per item
Books	2 weeks	50	
CDs	2 weeks	5	
Audio Books	2 weeks	5	
Magazine	2 weeks	5	
Movies	2 weeks	5	
Videogames & Switch Games	2 weeks	3	
Board & Card Games	2 weeks	2	
Book Club Kits & Backpacks	2 weeks	2	
STEM Kits	2 weeks	2	
Equipment	Various*	1	
ILL Items	Various*	5	\$1.00

*May not be renewed unless express permission is obtained.

**Check out periods will be 14 days, with 2 automatic renewals, if no holds are present on the items.

Additional extended checkouts may be permitted in certain circumstances upon approval.

VI. Fines and Fees

- A. Overdue fines do not accumulate for items owned by the DPLD. However, overdue fines may be charged for Inter-Library Loan items.
- B. If an item is lost or damaged, the patron may not offer the library a replacement copy; the patron must pay to replace the item, and a \$5 processing fee will be applied due to the costs associated with processing an item for library use. If a patron pays for a “lost” item, that is later found, the original “lost” item is considered the property of the patron and does not need to be returned to the library.
- C. If a patron destroys or loses a piece of a game or kit, the patron will be billed for the cost of that piece, if it can be purchased individually. If that piece cannot be purchased individually, the patron will be billed for the cost of the entire game or kit.
- D. Fees may be applied if items are returned in the drop box, when specifically restricted. Such restrictions will be labeled on the item itself. When in doubt, patrons should personally return items inside the Dunlap Public Library District at the Circulation Desk.

VII. Recall of Item

- A. In rare instances, the recall of an item may be required.
- B. This decision will be made by the Head of Circulation in consultation with the Library Director, and must coincide with a specific event or activity.

VIII. Claims Returned

- A. If a patron claims an item has been returned, but the item cannot be located, the Circulation Clerk will place a note in the patron's account stating "claims returned," and the item will be marked Missing in the catalog. If an item is later found at the library, the "claims returned" note will be removed and any fees removed. If the item is later returned by the patron, it shall be treated as a normal overdue item.
- B. After 2 "claims returned" items are posted to a patron's record in the life of the patron card record, additional "claims returned" items will be treated as lost items and the patron's account will be charged for replacement.

IX. Failure to Return Library Materials / Pay fines and fees

- A. Failure to return library materials or to pay charged fines and fees may result in collections proceedings.
- B. Patrons will be prosecuted to the full extent of the law for theft of or failure to return library materials. Patrons will be responsible for any collection and/or court cost incurred by the library in its efforts to secure the return of material or payment of fines.

X. Rights of Borrowers

- A. Pursuant to the American Library Association's Library Bill of Rights, which states, in part, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views," the Dunlap Public Library District will not limit the use of any library material or service by any cardholder.
- B. Furthermore, the Dunlap Public Library District will not restrict access to library materials or services to anyone solely on the basis of age. Supervising the use of the library by children under the age of 18 is the responsibility of parents or legal guardians, not library staff. For library privileges, patrons age 18 and older are considered adults under library policy and Illinois Library privacy laws.
- C. The checkout of library materials and use of certain online resources is a privilege extended to cardholders in good standing. This extends to reciprocal borrowers in the RSA Consortium and those holding a valid library card from any Illinois library, except where prohibited by contract (such is the case with certain online resources). Any person has the right to use library materials and resources within the library itself, except where prohibited by contract (such is the case with certain online resources).

XI. Patron Privacy

- A. Pursuant to the Library Records Confidentiality Act, library staff may not share identifiable patron account information with anyone without the account-holder's expressed permission. This includes information concerning spouse's accounts. Examples of such information include, but are not limited to: items currently or previously checked out, items on hold, fines, and other patron activities. For more information, see the Confidentiality of Records Policy.
- B. For all juvenile cards, consent to share basic cardholder information to their responsible adult (parent or guardian) is implied.